

**Cumbria Family Support**

**DRIVING POLICY**

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# CFS Driving Policy – Staff and Volunteers

**Checks on the Driver:**

* Licences should be full and not provisional, preferably without endorsements. Driving licences will be inspected when the volunteer/member of staff is taken on by Cumbria Family Support (CFS hereafter) and, annually, thereafter.
* Drivers are required to declare any disabilities or illnesses which affect their ability to drive or help passengers. However, a disability will not automatically prevent them from driving on behalf of CFS but will be considered by the Trustees.

**Checks on the Vehicle:**

* The driver is responsible for ensuring their vehicle complies with Road Traffic legislation, is in a safe and roadworthy condition and has a current MOT certificate, if required.
* All passengers should wear seatbelts. Passengers who are not prepared to wear seatbelts should not be carried unless there are medical or disability grounds. Even in the later stages of pregnancy women should wear a seatbelt with the lap strap fitted under the abdomen.
* All children travelling in front or rear seat of any vehicle must use a correctly fitted, age-appropriate child restraint until they are either 135cms in height or 12 years of age (whichever they reach first).

**Insurance:**

Owner drivers must inform their insurance company in writing they will be driving in a work or volunteering capacity. A staff member or volunteer’s insurance premiums will not normally be affected if they are using their vehicle for volunteering. If they do not inform their insurance company they are using their vehicle for work or volunteering their policy may become invalid in the case of an accident. Staff and volunteers should ensure their vehicle is insured for appropriate business usage.

**Mileage Reimbursement:**

* The Inland Revenue sets an approved mileage allowance payment (AMAP) which is the maximum amount which can be paid without the recipient become liable for tax or national insurance.
* The authorised mileage rates, for business travel will be paid in accordance with the AMAP at any given time. The rates reflect the cost of depreciation, insurance, road tax, fuel, servicing and repairs.
* Staff/volunteers are asked to complete an expenses claim form which will be checked and signed by the appropriate Worker or line manager.

## Road Traffic and associated legislation

Staff/volunteers will drive and use their vehicles in accordance with the relevant road traffic and associated legislation at all times.

**Smoking:**

Staff/volunteers must not smoke when transporting clients or colleagues.

**Alcohol:**

Staff/Volunteers not be under the influence of alcohol when driving and should always observe relevant legislation associated with alcohol use and driving. As a guide, staff/volunteers must not drink alcohol for at least 12 hours before a journey.

## Food and drink:

Staff/volunteers should not eat or drink whilst driving.

**Luggage:**

Luggage and shopping should be put in the boot of the vehicle or kept securely to prevent injury if the vehicle stops suddenly.

**Seating capacity:**

Never exceed the seating capacity of a vehicle as stated by the manufacturer and insurer.

**Accidents, illness or injury:**

In the event of an accident the emergency services and CFS should be informed immediately and details given. If a client falls ill or is injured during a journey then the driver should seek immediate medical help.

**Risk Assessment:**

Staff/volunteers are asked to assess the risk before undertaking any journey:

* Take into account any adverse weather conditions such as snow, ice or high winds.
* Ensure all passenger are secured in seatbelts or age-appropriate restraints and remain so for the duration of the journey.
* Keep the doors locked and the windows closed as much as possible especially in built up areas and slow moving traffic.
* Choose a well-lit area to park if you won’t return to the vehicle until after dark. Make sure all doors and the boot of the vehicle are locked and valuables are hidden. It is advisable to park in the direction you wish to leave.
* Do not leave children alone in the vehicle at any time.

**Driver Declaration:**

* All staff/volunteers will be asked to complete a Driver Declaration (Appendix A) when joining CFS.
* All staff/volunteers must inform CFS should their declaration no longer be valid either through changing health, vehicle condition, insurance and licensing laws, including driving licence endorsements/suspension.

# Appendix A

# Cumbria Family Support Driver Declaration

I (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that:

1. I have a current valid driving licence.
2. I am willing to use my own vehicle for my work/volunteering\* with Cumbria Family Support (CFS hereafter). \* delete as applicable
3. I accept responsibility for maintaining appropriate insurance cover and have checked with my insurance company that my work/volunteering\* with CFS is covered.
4. I will ensure the vehicle is roadworthy in all respects and undertake to regularly inspect my tyres, lights, washer fluid level and wiper blades.
5. I will ensure the vehicle holds a current road fund licence, if applicable, and has a current MOT certificate if required.
6. I will ensure that I, and any passengers all wear correctly fitted and fastened seatbelts or, if a child is below 135cms in height or under 12 years old, whichever they reach first) an age-appropriate child restraint.
7. I have no disability or illness and am not taking any medication which could affect my ability to drive and agree to inform the Charity of any relevant changes.
8. I agree to provide original documents relevant to my driving:
   1. Driving licence and DVLA check code for endorsements
   2. Current insurance document, including at time of renewal
   3. MOT certificate, if applicable, including at time of renewal
9. I agree to keep all relevant documentation up to date and to inform CFS of any changes in my circumstances, including providing information, without delay, regarding any endorsements on/suspension of my driving licence.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* delete as appropriate

For office use only:

Original documents seen and photocopied by CFS (please tick):

* 1. Driving licence
  2. DVLA check done
  3. Current insurance document
  4. MOT certificate if relevant

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_